



APPLICATION FOR RECORDS RETENTION SCHEDULE

Georgia Department of Labor
Employment Security Agency
Administrative Services Division
Records Management and Controls

INSTRUCTIONS: The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Labor 254 Washington Street Atlanta, Georgia 30334	Application Number 83-851	
Application Number		Date Received JUN 1 1983	Date Completed JUL 28 1983
2. Person to Contact J. Ray Bilbo		Working Title Administrative Services Manager V	Telephone Number 656-3186
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1975		5. Records Series Title (followed by title used in office, if different) CETA Grants Financial Files	
6. Division and Office Function		What is the function of the Division and the Office in which this record series is created? The Finance Division accounts for all funds received and disbursed according to State and Federal accounting requirements, guidelines, and systems; maintains classification of expenditures by funding source, cost center and general ledger. Grants Financial Administration develops accounting systems and record keeping to satisfy Federal grant requirements, including the record copies of all CETA financial records. Prepares and administers Federal and State budgets. Prepares payroll for Department.	
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: funding of CETA grants by different entitlement categories to Prime Sponsors, Balance-of-State grantees, and records relating to Prime Sponsors for whom the DOL acts as administrative agent or sub-contractor. Included are: grants for titles in binders, area plans (i.e., Central Savannah Region) (APDC Areas and Prime Sponsors), contracts with sub-grantees, financial reports (i.e. quarterly reports, cash settlement reports, financial settlement reports), and work papers. File is arranged: annually by fiscal year, thereunder by area analogous to the formerly 16, now 8 APDC boundaries, thereunder by contract number.			
8. Monthly Reference Rate One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? declining future reference except for details for final audit			
9. Annual Rate of Accumulation of Records Letter-size drawers approx 6; Legal-size drawers _____; Shelves _____; Other (specify) _____			

(Over)

ESA-144 (R-5/82)
(AR-50-71)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. 29-70.203-6
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal Law | _____ years. | f. Federal retention instructions | 3 years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

41 CFR 29-70.203-3 (see attached)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then.

- ☒ Hold in the current files area 12 month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

File series to be cut off at end of each Fiscal Year; hold in current files area 12 months; transfer to State Records Center hold 2 years, then destroy after completion and release of all State and Federal audit requirements, litigation and/or claims.

These instructions apply to all prior and future accumulations of the series.

Division/Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ray Hollingsworth</i>	5-21-83	<i>W.P.G. FOR JIM BISHOP</i>	5-17-83
ESA Director (Signature)	Date	Chief, Records Management & Control (Signature)	Date
<i>Walter Warner</i>		<i>William P. Johnson</i>	5-17-83
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>James H. Lind</i>	6-21-83
	Secretary of State/Designee	<i>Edward Weldon</i>	6/16/83
	Attorney General/Designee	<i>James H. Lind</i>	7-28-83